CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: Accounting Services Assistant III
Salary Range: NR23
Position Description: Accounting Services Assistant III
Incumbent:
Location: Parks & Recreation Department – Kent Commons

GENERAL PURPOSE:

Under the direction of the Recreation Facility Manager, perform a variety of difficult and complex accounting tasks involved in the preparation and maintenance of financial and statistical records.

Work is characterized by a variety of complex clerical, accounting and record-keeping duties in support of the Community Education programs. Duties include, but are not limited to, processing and maintaining purchase orders, payroll and related records; reconciling and correcting requisitions, invoices and statements, verifying receipt of supplies and services, collecting and compiling statistic information; assisting with a variety of program operating activities; composing, proofreading and editing correspondence; monitoring and verifying eligibility for the scholarship program; providing information and customer service to the public, City personnel, and outside agencies; performing cashiering duties; coordinating temporaries, contractors, and volunteer activities; monitoring expenses; and ensuring that cash receipting controls are followed and financial records are processed in a timely manner.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Issue, process and monitor purchase orders for services in accordance with contracts and/or agreements and purchase of program supplies, collect receipts, assist with vendor set-up, track payments, trouble shoot invoices and payment questions; and process and reconcile credit card statements and check and cash payments.

Maintain, audit and process payroll and related paperwork for the Community Education division employees and contractors; maintain time sheets and process required reports as

necessary.

Process program scholarships by journal entry; run quarterly reports for the Kent Parks Commons Scholarship program.

Process, issue and record refunds according to established procedures.

Collect and compile statistical data on various subjects and other information for inclusion into special and periodic reports; prepare reports as requested.

Assist in planning, scheduling, organizing and implementing recreation programs, classes and special events; assist with a variety of program operating activities including registration, membership enrollment, refunds, credits, gift certificates, scholarships, etc.; and create, update and maintain registration rosters as directed.

Perform a variety of complex clerical duties such as preparing and distributing service contracts, employment agreements, mailings, handouts, flyers, memoranda, schedules, cash register records, etc.

Create and process personnel change forms and collect new hire documentation for the Community Education staff.

Provide support in the registration and withdrawal of participants in the automated CLASS registration system; prepare and process mailings using the CLASS system and rosters.

Provide backup support for the Recreation Division in the registration and withdrawal of participants utilizing the automated CLASS system as well as backup support for the front office and cashiering.

Assist with entering Community Education Recreation programs into the CLASS system; assist facility staff in use of CLASS registration system, and related financial elements.

Provide assistance and information to the general public, City personnel and outside agencies by phone or in person regarding fees, payments, facility rules, facility operations, procedures, schedules and time lines, special projects and other issues. Resolve instructor, class or participant issues if they arise.

Maintain complex inter-related filing system.

Update automated records related to payments received in accordance with established procedures; research payment discrepancies; and resolve problems as needed.

Receive, account for and issue receipts for money paid to the City of Kent for parks programs fees; post, tabulate, assemble and reconcile money received; prepare money for deposit to appropriate accounts in accordance with established procedures.

Maintain adequate inventory of office supplies and equipment as required.

Create, prepare and update office forms as needed.

May train and provide work direction to temporary, volunteers and contractors as necessary.

May perform set-up, cleaning, and take down of equipment and decorations for classes, programs, and special events; check out equipment according to established procedures.

Attend meetings, seminars, conferences and training as appropriate; maintain a current understanding of department functions and programs; represent the Community Education division as required.

Become familiar with, follow, and actively support the mission, vision, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Municipal organization, operations, policies and objectives
- Principles, practices and procedures of governmental accounting and bookkeeping
- Financial and statistical record-keeping techniques
- Recreation programs and activities
- Facility organization, policies and procedures
- Goals and objectives of assigned facility
- Applicable laws, codes, regulations, policies and procedures
- Basic budgeting procedures including preparation, monitoring, transfers and reporting
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Modern office practices, procedures and equipment including computers and related software such as word processing, spreadsheet and databases programs
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Principles of training and providing work direction

SKILLED IN:

- Applying accounting principles and bookkeeping techniques to prepare and maintain accounting records
- Using computer spreadsheets and databases in the analysis and review of complex financial information
- Performing complex calculations in accordance with applicable rules and standards; add,

subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio, and percentages

- Processing purchase orders, payroll and related records
- Effectively communicating both orally and in writing
- Demonstrating effective interpersonal skills using tact, patience and courtesy
- Operating modern office and other machines, tools and equipment as listed below

ABILITY TO:

- Process financial documents rapidly and accurately
- Manage multiple tasks
- Process large volume of error free work in a timely manner
- Operate a cash register and handle cash
- Assist in planning, scheduling, organizing and implementing recreation programs, classes and special events in support of recreation facility, programs and administrators
- Perform complex clerical duties as assigned
- Establish and maintain cooperative and effective working relationships with others
- Plan and organize work to meet schedules and time lines
- Provide training and work direction to others
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Prepare and maintain records, reports and correspondence
- Maintain adequate attendance
- Communicate orally before groups of customers or employees of organization.
- Apply common sense understanding to carry out instructions given orally or in writing and deal with problems involving several variables in standardized situations

EDUCATION AND EXPERIENCE:

Education: High School diploma, general education degree (GED), or equivalent supplemented

by some college-level course work or training in business, bookkeeping, accounting

or related field; and

Experience: Three (3) years of increasingly responsible accounting, bookkeeping, cashiering or

related experience involving the maintenance of complex financial and statistical

records.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's

knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- Obtain first aid certification within six months of employment.
- One (1) year recreation or public relations experience is preferred.

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MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office/customer service machinery and equipment including, but not limited to, computer, telephone, facsimile, copier, calculator, cash register, and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; sit for extended periods of time; climb or balance; stoop, kneel, crouch, or crawl; and type on keyboard for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

SIGNATURES:

Work is performed primarily in an office setting. While performing the duties of this position, the incumbent is subject to extensive public contact and may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Date	Supervisor's Signature	Date
 Date	Employee Services Director/Designee	Date

** Note: This document will be reviewed and updated annually at the time of the employee's

performance appraisal; when this position becomes vacant; or, if the duties of this

position are changed significantly.

Revised 2/7/07 6/30/09